AUSTRALIAN
INSTITUTE
of BUSINESS

ASSESSMENT OF ACADEMIC QUALIFICATIONS POLICY

Purpose

This policy is designed to establish and maintain an effective assessment function in relation to the verification of the acceptability and authenticity of claimed academic qualifications.

Scope

This policy applies to all domestic and international (prospective) students and to all current and prospective AIB Staff. Guest lecturers are not included within this scope as they are appointed on the basis of their expertise and engagement with industry and they are not appointed to teach/mark.

Definitions

Unless otherwise defined in this document, all capitalised terms are defined in the glossary.

Falsified Qualifications

Qualifications which have been replicated, altered or tampered with OR which are purported to have been earned from an official awarding institution while the awarding institution denies its authenticity.

Non-Official Qualifications

Qualifications which have been obtained from academic institutions (or companies/ individuals posing as academic institutions) which are not recognised by a regulatory Ministry of Education or equivalent authority (see section 1.1) OR which are not verifiable with the original awarding academic institution and/or in major recognised international qualification databases/publications (see section 1.2) OR which are not deemed to be AQF equivalent.

Policy

1. Basis for assessment of academic qualifications

1.1 AIB only recognises qualifications and awarding institutions which are listed as formal and accredited in **at least one** of the official publications listed in *Appendix A*.

1.2 AIB uses the resources listed in *Appendix A* to determine the recognition and the AQF equivalence of an individual's claimed academic qualification.

1.3 Academic qualifications which do not meet the requirements in 1.1 or 1.2 above are not accepted by AIB as formal qualifications. AIB will exclude these qualifications from assessment of the individual's prior academic achievement. Where the exclusion means that the individual is not qualified for the Course (or role or position), AIB may choose to discontinue its relationship with the individual. Where the exclusion means that the individual is qualified for the Course (or role or position) based on other qualifications, the individual must not use the non-official qualification (or title) in any connection with AIB.

2. Assessment Processes

2.1   Prospective students and Staff must provide evidence of qualifications by providing original certified true copies, or photographs/colour scans of qualifications and transcripts.

2.2   Academic qualifications are checked by the relevant AIB department.

2.3   Academic qualifications may be re-checked, verified and audited at any time, including after a student has been enrolled or the staff member has been employed or the agent's contract has been signed.

2.4   If there is confirmed evidence of a non-official academic qualification, AIB will exclude the non-official qualification from assessment of the individual's prior academic achievement. Where the exclusion means that the individual is not qualified for the Course (or role or position), AIB may choose to discontinue its relationship with the individual.

2.5   If there is confirmed evidence of a falsified academic qualification, AIB will not continue its relationship with the individual who submitted the fraudulent qualification to AIB. For instance:
- where the individual is an applicant (student or Staff), their application will not be accepted;
- where the individual is an enrolled student, the student will be dismissed and any fees refunded according to the relevant AIB policy;
- where the individual is a (casual) staff member, employment will be terminated;
- where the individual is an agent or consultant, the relationship with the individual will be terminated.

Related Policies and Procedures:
Academic Appointments Policy
Admissions Policy and Procedure
Higher Degrees by Research Policy and Procedure
Policy for Determining the Equivalence of Professional Experience and Academic Qualifications
Privacy Policy
Records Management Policy and Procedure
Student Grievance Handling Policy and Procedure
Student Refund Policy and Procedure

Responsibility:
Academic Dean
Human Resources

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Appendix A

1. Official publications where qualifications and awarding institutions must be listed as formal and accredited as referred to in section 1.1 above.

   For Australian qualifications:
   - TEQSA's National Register
   - *http://www.training.gov.au*

   For overseas qualifications:
   - US Department of Education – *http://www.ed.gov*
   - CHEA (Council on Higher Education Accreditation) Washington USA - *http://www.chea.org*
   - The International Handbook of Universities (a UNESCO publication) - *http://www.iau-aiu.net/content/ihuwhed*
   - The Association of Commonwealth Universities Yearbook - *https://www.acu.ac.uk/*
   - The Word Education Services – *http://www.wes.org*
   - The Country Education Profiles (published by the National Office for Overseas Skills Recognition, Australia) - *https://internationaleducation.gov.au/Services-And-Resources*
   - The UK NARIC – *http://ecctis.co.uk/naric*

2. Resources used to determine the recognition and the AQF equivalence of an individual's claimed academic qualifications as referred to in section 1.2 above.
   - AEI-NOOSR - *https://internationaleducation.gov.au/Services-And-Resources/Services/Country-Education-Profiles/Access-CEP/Pages/default.aspx?ReturnUrl=%2fcep*
   - UK NARIC - *https://www.naric.org.uk/naric/login.aspx?ReturnUrl=%2fproduct%2fInternational+Comparisons%2fdefault.aspx*
   - OFQUAL – *http://register.ofqual.gov.uk/*
   - TRAINING.GOV.AU – *http://training.gov.au/*
   - TEQSA **–** *https://www.teqsa.gov.au/national-register*